

BYLAWS OF THE  
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS  
PROPOSED REVISED APRIL 2019

**ARTICLE I. NAME**

**Section 1.**

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

**Section 2.**

This body was formed in 1984 as the Advisory Committee on the Employment and Economic Status of Women. In 2000, the Contra Costa County Board of Supervisors approved the Advisory Committee’s request that the association be renamed the Contra Costa Commission for Women.

**ARTICLE II. PURPOSE**

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, County, State and federal levels. Areas of focus will include, but are not be limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

**ARTICLE III. MEMBERSHIP**

**Section 1. Members**

The Commission shall not exceed fifteen (15) members plus one Alternate At Large member, and the membership shall be broadly representative of the racial, ethnic, age, religious affiliation, gender, and sexual orientation diversity of the community at large.

Members must be at least 18 years of age and work and/or reside in Contra Costa County. The Alternate At Large member is a non-voting member except that he/she shall fill in for a regular At Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

**Section 2. Member Responsibilities.** Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376. Commissioners who also have

membership in an organization that provides funding to the Commission must recuse themselves from any discussion and/or vote pertaining to the use of those funds.

- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working to as many hours as is needed to complete the project.
- If appointed to the specific geographic District in which they work or reside, i.e.: District I, II, III, IV, and V; also referred to as “District Members”, meet and/or communicate regularly with the Supervisor for their District. District Members shall commit to meeting quarterly with their Supervisors.
- At-Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.
- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women’s and girls’ issues and in the work of the Commission.

### **Section 3. Appointment**

District Members and At Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

### **Section 4. Terms of Appointment**

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats in one (1) year, five (5) seats plus the alternate in the second (2nd) year and five (5) seats in the third (3rd) year. Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made.

### **Section 5. Vacancies**

The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for review by the Commission.

The Membership Committee will present Applicants to the District Supervisors or the Board’s Internal Operations Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs.

The Membership Committee shall also engage in onboarding of new members as well as monitoring of the terms of appointment and meeting attendance.

### **Section 6. Removal**

Members of the Commission serve at the pleasure of the Board of Supervisors. The following circumstances may be grounds for removal from the Commission:

1. **Resignation.** Members who wish to resign shall do so in writing to the Commission Chair.

2. **Absence from three (3) consecutive meetings or five (5) of the eleven (11) Commission meetings scheduled each year.** Members who miss three (3) consecutive meetings and/or whose attendance rate falls below forty-five percent (45%) will trigger an automatic recommendation notice to the Executive Committee. The Membership Committee shall monitor meeting attendance.
3. **Lack of participation on Standing and Special Committees.** The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Membership Committee will take this information into consideration should a meeting attendance recommendation be triggered under number two (2) above.
4. **Poor Conduct.** Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook.

#### **ARTICLE IV. OFFICERS**

**The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.**

##### **Section 1. Nomination of Officers**

For annual appointment of Commission Chairperson, and Vice Chairperson the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly-scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

##### **Section 2. Election of Officers**

A Membership Committee and Chair shall be elected by Commission members at the regularly scheduled Commission meeting each January.

A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.

Election of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

Officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee. The election of each officer will carry with a

majority vote. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No commissioner shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a commissioner.

### **Section 3. Term of Office**

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No commissioner shall serve in the same executive officer position for more than two consecutive years and as a member of the Executive Committee for more than four consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

### **Section 4. Duties**

#### **1. Chair**

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

The Chair shall also prepare Annual Reports for the County Board of Supervisors, and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

#### **2. Vice-Chair**

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

### 3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

### 4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings, and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

## **Section 5. Removal**

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

## **ARTICLE V. MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the Commission shall be held at 7:00 pm on the third (3rd) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year. Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

## **Section 2. Special Meetings**

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

## **Section 3. Action at a Meeting: Quorum and Required Vote**

A quorum is one person more than one-half of the authorized membership, or 8 members. Each member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by approval by a simple majority of the total number of voting members (at least 5 members).
3. Proxy voting is not permitted.
4. The Alternate At Large Member may only vote in the absence of one At Large Member.

## **Section 4. Open Meetings**

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

# **ARTICLE VI. COMMITTEES**

## **Section 1. Executive Committee**

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary and shall be established to provide cohesive leadership to the Commission.

## **Section 2. Standing Committees**

The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a Committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: Events, Legislative, Membership, and Public Relations. The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

1. **Events Committee.** The Events Committee's responsibilities are as follows:

- Plan events throughout the year.
- Invite speakers to Commission meetings.
- Collaborate with outside groups, as needed.

2. **Legislative Committee.** The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
  - Board of Supervisors' State and Federal Legislative Platforms.
  - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.
  - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

**Membership Committee.** The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election to office. The Membership Committees responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview applicants and make recommendations to the Commission regarding applicants.
- Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for appointment, and keep the Executive Committee apprised of the status of pending appointments.
- Engage onboarding with a new Member.
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.
- Maintain current membership roster.

**Public Relations Committee. The Public Relations Committee’s responsibilities are as follows:**

- Serve as a link between the public and the Commission.
- Maintain the Commission’s social media presence by posting information relevant to women in Contra Costa County.
- Prepare and send out quarterly newsletter.
- Maintain subscription (Listserv) of individuals interested in the Commission’s work, in consultation with the Secretary.
- Create and send out press releases to media outlets in Contra Costa County as needed.
- Maintain the Commission’s website.
- Design and update the Commission’s logo as needed.

**Section 3. Special Committees**

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees (“ad hoc” or “select” committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

**Section 4. Terms of Committee Membership**

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each February, membership of standing or special Committees will be reviewed and confirmed in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.

**Section 5. Accountability of Committees**

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee’s area of expertise. Only the Commission may take action on Committee recommendations.

**ARTICLE VIII. GOVERNANCE**

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

**ARTICLE IX. AMENDMENT OF BYLAWS**

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting.

These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.



Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, and [2017].